

DOT HUMAN CAPITAL IMPLEMENTATION PLAN: TELECOMMUTING

STANDARD 5: Talent

CRITICAL SUCCESS FACTOR: Compete for Talent. Agencies develop short and long term strategies and targeted investments in people to create a quality workplace designed to attract, acquire and retain quality talent.

MEASURE: DOT's telecommuting policy reduces or eliminates barriers to telecommuting and establishes requirements for evaluating the effectiveness of the telecommuting program.

MILESTONE	TARGET DATE	STATUS ¹ ●-C ▼-OT ●-D	ACTUAL DATE	RESPONSIBLE ENTITY AND POINT OF CONTACT
Establish departmental telecommuting workgroup to review existing policy and propose revisions	January 2001	●	January 2001	Don Faulkner, M-13
Develop training and outreach efforts to educate workforce on benefits of telecommuting including supervisory training and executive level briefings	Ongoing	●	November 2001 – April 2002	DeShawn Shepard, M-13
Issue draft policy to Operating Administrations for official coordination and comment	November 2001	●	November 2001	DeShawn Shepard, M-13
Distribute policy to unions with National Consultation Rights for review and comment	April 2002	●	April 2002	DeShawn Shepard, M-13 Steve Gomez, M-13
Forward revised policy for Secretary's review and signature	July 2002	●	July 2002	DeShawn Shepard, M-13
Establish Inter-Departmental Information Technology Workgroup to address Department IT for telecommuting	December 2002	●	December 2002	DeShawn Shepard, M-13 Kim Taylor, CIO/M-10
Evaluate impact of revised policy on Departmental usage of telecommuting and use to make further program improvements	October 2003			DeShawn Shepard, M-13

¹Status Code: ● Complete (C) ▼ On Target (OT) ● Delayed (D)